

Incident, Injury, Trauma and Illness Policy and Procedure



Policy Relevant to:	All staff, Educators & families
Last Reviewed:	April 2020
Next Review:	April 2022
NQF:	12, 85, 86, 87, 88, 89, 97, 161, 162, 168, 174, 176
NQS:	2.1.2, 2.2, 2.2.1, 2.2.2, 2.2.3

Policy

Adventure Patch educators will take every reasonable step to ensure each child's health and wellbeing is supported.

In the event of an incident, injury, trauma or illness first aid will be administered and/or medical attention will be sought where required.

Procedure

The certified Responsible Person in Charge, educators, and staff must follow all policies and procedures in relation to a child who is injured, becomes ill or suffers a trauma while being educated and cared for at the service.

Parents must be notified as soon as practicable, but no later than 24 hours after the occurrence, if their child is involved in any incident, injury, trauma or illness while the child is being educated or cared for at the service.

All required documentation must be completed in relation to the incident, injury, trauma or illness. The approved provider must ensure that a record of the incident is to be kept in line with the National Regulations.

The record is to include:

- The name of any person the service attempted to notify time and date of notification or attempted notification.
- Name and signature of the person making the entry in the record and time of the entry.
- Record must be completed within 24 hours after the incident, injury or trauma or the onset of illness.
- Details of the incident in relation to the injury or trauma received by the child.
- Name and age of the child.
- Circumstances leading to the incident, injury or trauma.
- Time and date the incident, injury or trauma occurred.
- Details of the illness.
- Name and age of the child.
- Relevant circumstances surrounding the illness and any apparent circumstances.
- Time and date of the onset.
- Details and action taken including medication administered or First Aid provided.
- Any medical personnel contacted.
- Details of the person who witnessed the incident, injury or trauma.

In addition, Adventure Patch will document any symptoms in relation to an unwell child and monitor these symptoms until the child is collected (refer to Monitoring Chart). In addition a copy being maintained at the service, a copy of the documentation may be taken with the child to a medical practitioner.



Where a child requires first aid to be administered, it will be administered in line with the services *Administration of First Aid Policy and Procedure*.

If medication is required in an emergency and prior consent of the parent has not been given, the staff member will obtain consent from a registered medical practitioner. Where possible, the medical practitioner will be the parent's preferred medical practitioner.

Medication will only be administered by persons who hold the authority to administer it. An ambulance must be called for any urgent medical emergencies.

Links relevant policies

Acceptance and Refusal of Authorisations Policy and Procedure

Administration of First Aid Policy and Procedure

Infectious Diseases Policy and Procedure

Medical Conditions Policy and Procedure

Safe Environment Policy and Procedure

Sources

Staying Healthy (5th Edition)

Education and Care Services National Law

Education and Care Services National Regulations

